



**MONTANA STATE HOSPITAL  
MENTAL HEALTH CENTER  
POLICY AND PROCEDURE**

**MEDICAL CARE FOR MSH  
TRANSITIONAL CARE UNITS (TCU's)**

**Effective Date:** January 10, 2003

**Policy #:** TCU-04

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- I. PURPOSE:** To provide for medical and other physical healthcare concerns for patients residing in the Montana State Hospital (MSH) Transitional Care Units (TCU's).
- II. POLICY:** Patients admitted to an MSH TCU have access to healthcare provided by the Medical Clinic, Dental Clinic, and other services as ordered by MSH physicians. This policy is designated to recognize the necessity for continuity of care for the patients residing at the MSH TCU's.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
  - A. Transitional Care Unit staff responsibilities include notifying the unit nurse, nurse manager, or house supervisor of physical/medical or dental complaints or concerns and making emergency contact with appropriate staff.
  - B. Nursing staff assess physical and dental symptoms and notify the physician, unit nurse, nurse manager, or house supervisor as appropriate; assure that medical or dental clinic care and treatment are provided; arrange follow up care and treatment as necessary; and assure that outside consultations are completed.
  - C. Medical/Dental Clinic staff are responsible for the care and follow up of the physical healthcare needs of the patients at the Transitional Care Units of Montana State Hospital.
- V. PROCEDURE:** Patients cared for by the staff physicians/dentists will have access to the same medical/dental care provided to other patients of MSH.
  - A. Licensed nurse will assess the physical healthcare needs of each client.
  - B. When the need for referral to a physician/dentist is determined, the staff of the TCU will call Medical Clinic at 693-7042 or Dental Clinic at 693-7040 to schedule an appointment (or leave a voice mail message after normal clinic hours).

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- C. When the patient arrives at the scheduled appointment at the Medical/Dental Clinic, their file should have already arrived via MSH staff.
- D. The completed chart will be sent via staff to the appropriate MSH unit so that the doctor's orders can be taken off by a licensed nurse.
- E. Information related to the patient's appointment will be recorded in the physician's progress notes, in the Consult section of the patient record.
- F. Should the physician or dentist deem it necessary for any TCU patient to be referred to a specialist or for testing that cannot be done at MSH, the necessary arrangements will be coordinated by Medical Clinic staff and unit licensed nurse.
- G. If an emergency arises, the TCU staff should immediately contact the unit nurse, nurse manager, or house supervisor for assistance and direction.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Director of Information Resources, Director of Nursing Services, and Dentist

**VIII. RESCISSIONS:** Policy # TCU-04-99-R, *Medical Care for MSH Transitional Care Units* dated February 25, 2000; H.O.P.P. # TCU-04-99-N, *Medical Care of Montana State Hospital Transitional Care Units* dated November 10, 1999.

**IX. DISTRIBUTION:** TCU Policy and Procedure Manuals

**X. REVIEW AND REISSUE DATE:** January 2006

**XI. FOLLOW-UP RESPONSIBILITY:** RN Supervisors of the Montana State Hospital Mental Health Center.

**XII. ATTACHMENTS:** None

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Ed Amberg  
Hospital Administrator

Date

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Thomas Gray, MD  
Medical Director

Date